



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1746.56
MCCS

12 JUN 2000

AIR STATION ORDER 1746.5G

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: CONSTITUTION AND BYLAWS OF THE STAFF NONCOMMISSIONED (SNCO)
OFFICERS CLUB

Ref: (a) MCO P1700.27A (NOTAL)
(b) ABO 5420.4

Encl: (1) Constitution
(2) ByLaws

1. Purpose. To issue a revised Constitution and ByLaws for the Staff Noncommissioned Officers Club in accordance with the references.

2. Cancellation. AirStaO 1746.5F

3. Action. Enclosures (1) and (2) are approved and published for guidance and compliance of personnel concerned.

4. Summary of Revision. Enclosures (1) and (2) have been updated.

W. C. Darnier
W. C. DARNER
Chief of Staff

DISTRIBUTION: A

Copy to: CMC (MCCS)

CONSTITUTION

ARTICLE I - DESIGNATION OF CLUB

This activity shall be know as the Staff Noncommissioned Officers' Club, Marine Corps Air Station (MCAS), Cherry Point, North Carolina. This activity is established under the authority of the Commandant of the Marine Corps.

ARTICLE II - PURPOSE

The purpose of the Staff Noncommissioned Officers' Club is to provide social and recreational facilities, meals and refreshments for Club members and their guests.

ARTICLE III - CONTROL

1. The Club will function under the administrative and technical control of the Commanding General, Marine Corps Air Station, Cherry Point, North Carolina.
2. The Marine Corps Nonappropriated Fund Area Auditors (MCNAFAS) Specialist will be available in an advisory capacity to the Board.
3. Responsibility of staff supervision is assigned to the Staff Club Manager, Food and Hospitality Dept of MCCS.
4. Matters requiring action by the Commanding General will be presented to the Advisory Group in accordance with Article IV of this Constitution.

ARTICLE IV - ADMINISTRATION

1. The Staff Noncommissioned Officers Club shall be administered in accordance with the current editions of reference (a), DOD 7000.14-R Vol 13 and such additional directives as may be promulgated by competent authority.

2. The Advisory Group

a. Composition. The Advisory Group will consist of the Manager and Staff Noncommissioned Officer representatives to the Marine Corps Air Station and tenant command activities in accordance with reference (b). The selection of members shall be based on an expected tenure of twelve months. Unit membership will be composed of a primary and alternate. In the event the primary member is not present, the alternate will sit in place of the primary, with all membership rights.

(1) Officers. The chairman of the Advisory Group will be the Marine Corps Air Station Sergeant Major. The Vice-Chairman will be appointed by the Commanding General. The Secretary will be appointed by the Chairman from the members of the group.

(2) Ex-Officio Members. The Director of Marine Corps Community Services (MCCS); Food and Hospitality Director; MCNAFAS Specialist; Retired SNCO representative and SNCO Club manager shall be appointed ex-officio members of the Advisory Group. Designated alternates may represent these officers. The President of the Enlisted Spouses Club, or their duly appointed representative, will be extended the same rights and privileges as a regular voting member.

b. Responsibility. Members of the Advisory Group are the appointed representatives of members of their respective units. As a general policy, the authority of the Advisory Group in it's role to the Commanding General extends into all areas except management. It is the responsibility of the Advisory Group to recommend to the Commanding General all policies and programs necessary for management to carry out the will of the membership.

c. Individual Members. Each Advisory Group member shall ascertain and present, to the best of their ability, the consensus of the members they represent. By their influence and actions, they should seek to create and foster the feeling that it is their Club; that subject to broad, but necessary command limitations, it will provide the services and social programs desired by the majority of the membership. No individual member shall receive remuneration from the activity in cash, goods or services for any duties performed as a member of the advisory group, or as individuals during or after working hours.

d. Record of Proceedings. A record of proceedings shall be prepared in a format prescribed by the Commandant of the Marine Corps and submitted to the Commanding General.

The Advisory Group is authorized and encouraged to submit verbatim transcripts of meetings when deemed desirable. Minority reports are encouraged, availing the Commanding General of all viewpoints when approving/disapproving the recommendations. The minutes will be submitted to the Commanding General within ten working days after the date of the meeting. The proceedings of each meeting will be signed by the Chairman and the Recorder.

e. Specific Duties. Specific duties of the Advisory Group shall include, but are not restricted to the following:

(1) Act only in an advisory capacity to the Commanding General, and shall not, as a group or individually, engage in any management or operational duties.

(2) Observe the overall operation of the activity and make recommendations to the Commanding General for improvements.

(3) Develop and present for approval a constitution and bylaws; thereafter, ensuring by monitoring that it is maintained in a current status.

(4) Review and consider operational budgets to include, but not limited to profit and loss projections and operational goals and capital expenditures. Budgets shall be prepared by the Manager in accordance with the current edition of reference (a) and a copy will be given to the Advisory Group. All MCCS activity budgets will be consolidated and submitted to the Commanding General for approval. Acquisitions not of a routine nature, or that which will incur long term indebtedness will be brought before the Advisory Group for discussion and recommendations for the Commanding General's consideration.

(5) Review inventories, reports, audits and compare financial statements, including capital expenditures with the approved budgets, to ensure propriety and adherence to budgetary goals. Financial transactions and budgetary reviews shall be accomplished on a quarterly basis and the results shall be reported in the regular record of proceedings.

f. Meetings. The Advisory Group shall convene at least monthly, at 1500 on the first Wednesday of each month or on call of the Chairman, or when directed by the Commanding General. Meetings shall be open to the membership, who may present information and opinions for consideration by the advisory group in it's deliberative process.

Business at regular meetings shall include the following and action thereon shall be include in the minutes of the meeting:

- (1) Roll call.
- (2) Reading of minutes of previous meetings and the Commanding General's endorsement thereon.
- (3) Reviews of financial statements.
- (4) Committee reports.
- (5) Old business and recommendations, if any.
- (6) New business and recommendations, if any.
- (7) Adjournment.

g. Voting. All regular members of the Advisory Group are voting members, except the Chairman and Vice-Chairman. A business quorum shall consist of one-half of the regularly constituted membership. A majority vote of the Advisory Group is required on every issue.

3. Committee

a. Committees as deemed necessary may be appointed and their duties and functions prescribed.

b. Members of the Advisory Group may act as chairmen of such committees as may be appointed by the Chairman of the Advisory Group. Additional members of such committees may be other Advisory Group members or any member of the Club in good standing.

c. The Chairman of any committee, or designated representative shall make a report at the regular monthly meeting, or at any special meeting, if called upon to do so. The report will consist of any action taken or contemplated, together with a statement of any expenses incurred or planned.

d. Each committee shall hold meetings as prescribed by its chairman. The majority of the members of any committee shall constitute a quorum for the transaction of business.

4. Management. Management personnel are representatives of the Commanding General in the administration of the Club. Operational control and responsibility lies with the Club Manager.

ARTICLE V - OPERATIONS

1. The Club shall be operated in accordance with the current editions of reference (a) and such additional directives as may be promulgated by competent authority.
2. The Club shall be operated for the benefit of the members as a whole. No special privileges shall be accorded any individual member or separate group of members.
3. Each operation or activity shall be operated so as to generate a reasonable profit, as budgeted. Profits and surplus funds will be limited to those necessary for the payment of obligations, to the improvement of facilities, the establishment of reasonable reserve for contingencies and a sound financial condition.
4. The Club will not be operated for the financial profit of any person or combination of persons and no individual will have any enforceable financial interest or right, in any property used, acquired or held in the operation thereof.

ARTICLE VI - MEMBERSHIP

1. Membership categories by mandatory priority. The membership of the SNCO Club will be composed of active, associate and honorary membership as specified in the following paragraphs:

a. Active

(1) Eligibility for the privileges of active membership is extended to the following personnel stationed at MCAS Cherry Point:

(a) All active duty Staff Noncommissioned Officers of the Marine Corps and Marine Corps Reserve.

(b) All active duty Staff Noncommissioned Officers/equivalent grades of other branches of the United States Armed Forces.

(c) Staff Noncommissioned Officers/equivalent grades of any branch of the United States Armed Forces, who are on the retired list receiving pay.

(d) Retired military personnel eligible for membership in both the Officers' and SNCO Club because of their retired status and current civilian employment (such as retired Staff Noncommissioned Officers), who are authorized membership in an Officers' Club because of their civilian grade may patronize the club of their choice.

b. Associate

(1) Eligibility for the privileges of associate membership is extended to the following personnel:

(a) Active duty Staff Noncommissioned Officers/equivalent grades of any branch of the United States Armed Forces on temporary active duty, in transit or unattached to commands at MCAS Cherry Point.

(b) Adult family members of Staff Noncommissioned Officers/equivalent grades of any branch of the United States Armed Forces entitled to active membership and serving with a military unit not at MCAS Cherry Point.

(c) Adult family members of Staff Noncommissioned Officers/equivalent of any branch of the United States Armed Forces when the sponsor is stationed at a military installation or military unit apart from the one serving the dependent.

(d) Staff Noncommissioned Officers/equivalent grades or widows/widowers of any branch of the United States Armed Forces who are recipients of the Medal of Honor or any Honorably discharged veterans of the United States Armed Forces with 100 percent service-connected disability.

(e) Staff Noncommissioned Officers/equivalent grades of the United States Reserve and National Guard.

(f) Other Uniformed Staff Noncommissioned Officers/equivalent grades, including the Coast Guard, National Oceanic and Atmospheric Administration, and the United States Public Health Service on active duty or who are on the retired list receiving pay.

(g) DoD and other equivalent Federal employees (GS-5, NF-5, WG-5 through GS-8, NF-8, WG-8).

(h) Active duty Staff Noncommissioned Officer/equivalent grades of foreign nations when authorized Exchange privileges in the United States.

(i) Uniformed paid members of the Red Cross servicing MCAS Cherry Point.

(j) Staff Sergeant selectees who have not been promoted to the rank of Staff Sergeant may become members. Selectees must attend functions in civilian clothes prior to promotion.

c. Honorary. The privileges of Honorary membership may be extended to those personnel, not eligible for active or associate membership, as follows:

(1) Unremarried widows/widowers of military Staff Noncommissioned Officers/equivalent grades who died while on active duty or while retired from any of the Armed Forces.

(2) Spouses of Staff Noncommissioned Officers/equivalent grade of the Armed Forces of the United States being held as prisoners of war or who are missing in action.

(3) Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General. Such individuals may include members of Congress, local or State government officials and civilian community leaders.

2. Extension of Privileges

a. Active Membership. An active member, in good standing shall:

(1) Have the use of all Club facilities.

(2) Be automatically eligible to participate in all Club programs.

(3) Be eligible to serve as an appointed officer of the Advisory Group.

(4) Be eligible to serve as an appointed member or Chairman of an Advisory Group Committee.

(5) Be eligible to attend all SNCO Advisory Group meetings in a nonvoting capacity.

b. Associate Membership

(1) Have the use of all Club facilities.

(2) Be automatically eligible to participate in all Club programs.

(3) Not be eligible to serve as an elected or appointed officer of the Advisory Group or in any other capacity as a voter on SNCO matters.

c. Honorary Membership

(1) Have the use of all Club facilities.

(2) Be automatically eligible to participate in all Club programs.

(3) Not be eligible to serve as an elected or appointed officer of the Advisory Group or in any other capacity as a voter on SNCO Club matters.

d. Reciprocal Privileges. Reciprocal privileges are granted to active, associate and honorary members of all United States Armed Forces Staff Noncommissioned Officer/equivalent clubs, when that member has in their possession a valid active duty I.D. card or Club card.

e. Family Member Privileges

(1) Family members of active, associate and honorary members, in good standing, when that family member has in their possession a valid membership card:

(a) Have the use of all Club facilities.

(b) Be automatically eligible to participate in all Club programs.

(2) Family members of Marine Corps personnel TAD from MCAS Cherry Point in excess of 30 days who have complied with Article VIII, paragraph 1(b) shall be afforded the same privileges as stated in subparagraph (1) above at no cost.

f. Reciprocal Family Member Privileges. Reciprocal family member privileges are granted to family members of active, associate or honorary members of all United States Armed Forces Staff Noncommissioned Officers/equivalent clubs, when that family member is in possession of a valid dependent's I.D. card or appropriated Club card.

3. Guests. Personnel listed in paragraphs 2(a) and 2(b) above may invite bona fide guests under the following conditions:

a. A bona fide guest is defined as a person who is a member of the host's party and for whom the host is willing to assume responsibility. A guest cannot be a person who is otherwise eligible for membership or associate membership.

b. Guests will be accompanied by the member while using the Club facilities.

c. Any person, male or female, who is an active member of the Armed Forces in a rank or rate other than a Staff Noncommissioned, except as noted below, and their family members are not normally eligible to be guests.

d. A family member or spouse of a member, when such person is serving on active duty in a rank or rate other than that of a Staff Noncommissioned Officer, may be a guest if accompanied by the member and civilian attire is worn.

e. Family members, other than a legal spouse, will be authorized dining room privileges only, unless accompanied by their sponsor.

f. All guest will be registered in the Club's guest book.

g. A limit on guests may be imposed, by management, on special occasions.

h. An active duty member of the Armed Forces in a rank or rate other than Staff Noncommissioned may be a guest of an active or associate member who has executed written private party contract agreement, so long as such guest is in civilian attire when attending the private party function, except military functions.

i. Individuals who are eligible for active or associate membership and decline to join are not permitted to use club facilities and services as guest of other members.

4. Suspension

a. Members or guests may be ejected, barred, or suspended from the Club and it's facilities by the manager or a duly authorized agent, for violation of Club rules or unbecoming conduct.

(1) A member may be suspended for violations committed by their dependents or guests. Suspension of a member shall include suspension of the member's dependents.

(2) Suspensions as indicated above shall be temporary, pending action of the Advisory Group or committee thereof and approval of the Commanding General.

b. A written report of all suspensions imposed by management and the circumstances involved will be provided to the Advisory Group Chairman within ten working days.

c. A suspended member or person charged with violation of Club rules or standards of conduct will be notified, in writing by the Chairman of the Advisory Group of the reason for suspension and to inform them that they may appear in person at the next scheduled meeting of the Advisory Group, to show cause why they should not have been suspended further, or they may submit a written statement on their behalf.

d. After consideration of the Advisory Group, a person may be recommended for suspension for a specific duration.

e. Upon approval of the Commanding General, the individual will be notified in writing to the final decision.

f. Minor infractions of Club rules and standards of conduct or disturbances of a nature not serious enough to warrant suspension will be brought to the attention of the Advisory Group Chairman who will issue a letter of warning.

g. A copy of each letter relating to a warning or suspension will be furnished to the manager for retention.

5. Private Parties and Special Events. Requests for private parties or special events will be made in writing to the Club Manager. The Club Manager will ensure that the sponsor of all private parties completes the private party contract, as set forth in the current editions of reference (a).

ARTICLE VII - FINANCES

1. General

a. Each activity within the Club will be operated on a self-sustaining basis.

b. Financial planning and management shall be exercised as prescribed by the appropriate chapter in the current edition of reference (a).

c. Food and beverage controls shall be exercised as prescribed in the appropriate chapter in the current edition of reference (a) and other directives as may be issued by competent authority for all operations and facilities which maintain sales and resale merchandise.

ARTICLE VIII - DUES ASSESSMENTS

1. Dues

a. Dues of \$5.00 per month shall be assessed on all active and associate members.

b. Initial membership purchased prior to the 16th of the month shall be assessed dues for that month. Initial membership purchased after the 16th of the month or later in that month shall be good through the end of the following month.

c. A Club member TAD in excess of 30 days may request inactive membership through the MCCS Fiscal Office prior to departure and will not be assessed dues for that period of time. Membership will automatically be reactivated upon request.

d. Dues shall not be assessed to honorary members.

e. Dues shall not be assessed to retired SNCO's or equivalent grades of other branches of the United States Armed Forces.

2. Assessments. Assessments are defined as charges made to active and associate members, their dependents and guests and those afforded reciprocal SNCO Club privileges. Assessment shall be for purpose of

helping to defray the cost of entertainment for certain special events held at the SNCO Club. An assessment will be in addition to the normal monthly dues and may from time to time be authorized by the Club manager. Such assessments (a flat fee) shall be charged to each person (except honorary members and their guests) patronizing the special event.

ARTICLE IX - ADVERTISING

1. The Marine Corps Community Services Marketing Department shall make every effort to prepare and distribute a Club calendar. Calendars shall be distributed one week prior to the month they pertain to.

ARTICLE X - AMENDMENTS

1. For consideration of amendments of this Constitution and Bylaws, a quorum shall consist of two-thirds voting membership of the Advisory Group. A simple majority vote and the approval of the Commanding General, MCAS Cherry Point, North Carolina, shall be required to effect the amendment.

BYLAWS

ARTICLE I - GENERAL

1. The rules contained in the Staff Noncommissioned Officers' Constitution shall govern the Club of all cases which they are applicable and are not inconsistent with Bylaws of the Staff Noncommissioned Officers' Club.
2. A current month's financial statement, a copy of the Constitution and Bylaws, the minutes, with all applicable enclosures and endorsements of the last Advisory Group meeting, and the name, unit and telephone numbers of advisory group members, shall be conspicuously posted in the club.
3. A copy of the current Constitution and Bylaws shall be:
 - a. Available for the use of any members.
 - b. Provided each member of the Advisory Group.
4. All members/patrons will be required to present their Armed Forces Identification Card, membership card, or other proof of positive age when requested by the manager or his authorized representative.

ARTICLE II - MEMBERSHIP

1. Membership Attainment

- a. Membership will be contingent upon payment of dues. Every Staff Noncommissioned Officer/equivalent grade of any branch of the United States Armed Forces reporting for permanent duty to an organization located at MCAS Cherry Point or TAD in excess of 30 days will be afforded the opportunity for membership. Membership can be attained when checking into the SNCO Club Office, Building 499.
- b. All members of the SNCO Club shall be issued membership cards. Upon request of the member concerned, a duplicate membership card may be issued for each entitled adult dependent.
- c. Membership in the SNCO Club is not compulsory. However, in accordance with Article VI, para 3(a) of the Constitution, a person who is eligible, but has chosen not to become a member will not be

invited to the club as another member's guest for a social function without prior approval of the Advisory Group. In addition, any Air Station tenant SgtMaj/1stSgt Unit Leader who is not a member may not use the Club facilities or schedule any function at the Club without the specific authorization of the Chairman of the Advisory Group or in his absence, the Vice-Chairman.

ARTICLE III - FINANCE

1. Membership Dues

a. Membership dues will be assessed to all persons whom privileges of the Club have been extended, except honorary members and dependents of active members.

b. Monthly dues will be charged on a monthly rate, members will be assessed as prescribed by Article VIII of the Constitution.

2. Credit Card System

a. Membership dues can be paid and credit purchases may be made at the SNCO Club through a visa/master card of the members choice to include the Discover card.

b. MCCS will maintain a current listing of members for the SNCO Club and the billing cycle will be determined by their individual credit card's monthly timing schedule.

3. Check Cashing. Personal checks for cash in the amount of \$100.00 per day may be cashed for members. Government checks will be cashed in any amount, provided the cashing of such checks does not impair operations. All checks will be made payable to the MCCS and will show the maker's printed name, rank, social security number, organization and telephone number. Cashing of personal checks is a privilege and will be at the discretion of management. Dishonored checks will be processed in accordance with the current edition of ASO 1620.3.

ARTICLE IV - HOURS OF OPERATION

1. The hours of operation of Club facilities will be as established by the Commanding General. Management has the prerogative of adjusting operations within the established hours to meet the needs of patrons and in the exercise of good management practices.

2. Requests for extensions of the established hours will be made by the Advisory Group/Manager in writing to the Commanding General via the chain of command.
3. The Station Command Duty Officer will be notified in all instances when the closing hour has been extended.

ARTICLE V - STANDARDS

1. Dress Regulations. While in the SNCO Club facility, all members and guests will adhere to the uniform regulations set forth in the current edition of the Air Station Order covering dress code for service facilities, separately promulgated by SNCO Club dress requirements recommended by the Advisory Board and approved by the Commanding General.

ARTICLE VI - COMPLAINTS AND RECOMMENDATIONS

1. All complaints regarding service, employees or facilities will be directed to the Manager or Duty Manager.
2. Members/patrons are enjoined not to reprimand, discipline or otherwise direct criticism toward employees of the Club.
3. Recommendation for the improvement of the Club, it's facilities and services are welcomed and should be directed to the Manager or Advisory Group member.

ARTICLE VII - MINORS

1. Persons under 18 years of age will not be permitted access to the Club or its facilities unless accompanied by an adult enjoying the club privileges or in attendance at an event sponsored for teens.
2. All persons under the age of 18 are restricted from the bar areas at all times.
3. Family type groups, including minors, may utilize the dining room and Club facilities for family oriented events. Minors will not be permitted use of other club facilities.

4. Minors under the age of 10 are not permitted in the bingo area during normal bingo. Minors under the age of 18 are not permitted in the bingo area during bingo blitz.

5. Persons introducing minors into the Club will be responsible for them and their conduct at all times.

ARTICLE VIII - ALCOHOLIC BEVERAGES

1. Alcoholic beverages purchased through the Package Store may not be consumed on the Club premises.

2. Only beverages purchased from and mixed or opened by Club employees may be consumed on the Club premises.

3. Alcoholic beverages will not be sold to or consumed by underage personnel, as set forth in the current edition of MCO P1700.27. Persons purchasing or giving alcoholic beverages to underage personnel are subject to disciplinary action.

4. The Dram Shop act is applicable to employees of the Club engaged in serving alcoholic beverages. The act provides that a bartender or waitress may be held liable in civil court for injuries caused to a third party by an intoxicated person. Therefore, an employee may refuse to serve any alcoholic beverages to a patron who, in the employee's judgment, appears to be intoxicated. The employee is required to notify their next higher superior in exercising this judgment. In keeping with the law, patrons are required to cooperate with an employee who is exercising their judgment under the act.

ARTICLE IX - GAMBLING

1. Gambling is prohibited. Monte Carlo night and Las Vegas night may be authorized by the Commanding General.

ARTICLE X - MISCELLANEOUS

1. Pets (animals) will not be allowed in the Club.

2. All one time bingo winnings of \$1,200.00 or more will be reported to the Internal Revenue Service for income taxes. Records of such prize winners will be maintained by MCCA.

3. Bingo is a special event and will be open to all ranks.
4. Food purchased from sources outside the Club may not be consumed on the Club premises.